

## MEETING NOTES

MEETING DATE: August 19, 2010

PROJECT: Morrill DPH Offices  
Project No: 20452F

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)  
Ted Landis, Inglewood Development (IDC)

MEETING: CONSTRUCTION MEETING NO. 03

LOCATION: University of Massachusetts  
Amherst, MA

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taucher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H  
Maryanne Steele, Umass EH&S

WEATHER: Sunny 80s.

Corrections to previous meeting notes: None.

**Progress Report:**

Punchlist Status: N/A

Requisition Status: N/A

Attachments: N/A

Time for Completion: 11/26/10 (Substantial Completion)

Notice to Proceed date: 7/28/10

Days in Contract: 120

Time elapsed:

Percent Work completed:

## PREVIOUS MEETING ITEMS

### 1.2 INITIAL SUBMITTALS

2010-08-03 Preliminary schedule submitted but will be revised to show permitting impact. UMA requires Schedule of Values, Site Specific Safety Plan, Project Directory with emergency contacts and subcontractor list, and copies of the submitted AQ06 Demolition Notification Form and ANF-001 form for Asbestos Demolition Notification.

Action:  
IDC

2010-08-12 Site Specific Safety Plan submitted at meeting. IDC to submit copies of the AQ-06 and ANF-001 to UMA. A preliminary project directory was submitted but requires updates for emergency contacts. Schedule of Values still required to be submitted.

2010-08-19 Emergency contacts to be added to project directory and resubmitted. Schedule of Values to be revised to breakdown electrical and HVAC costs.

### 1.4 BUILDING PERMIT

2010-08-03 UMA will forward the partially prepared building permit application to DCA for additional information and the permit application will then be sent to IDC for finalization. The stamped drawings, specifications (3 sets) and completed construction control documents are being prepared by DCA and will be ready later this week. DCA will notify IDC when ready for pick up. The building permit application should not include the costs of plumbing or electrical work as a separate fee is charged for permits applicable to those specific work trades.

Action:  
UMA

2010-08-12 Permit application completed and submitted with check to UMA. DCA will drop off 3 sets of stamped plans, specification books and construction control affidavits at UMAFP after the meeting. Fire alarm narrative to be submitted by DCA/RDK.

2010-08-19 FA narrative received and submitted to Umass for building permit submission.

### 1.5 AFD FIRE ALARM PERMIT

2010-08-03 UMA submitted the AFD fire alarm permit checklist to IDC (Nick) on 8/2. DCA will contact RDK engineers about the fire alarm narrative to be submitted with permit application.

Action:  
IDC/DCA

2010-08-12 UMAFP repeated that the fire alarm narrative should meet the AFD checklist and guidelines. Work includes moving, adding and subtracting devices in the specific work area.

2010-08-19 DCA to submit FA narrative to IDC to forward to Icon for AFD FA permit submission.

**1.6 OTHER PERMITS**

2010-08-03 IDC to review other requirements for permits including dumpster permit which should be coordinated with UMA EH&S and AFD.

Action:  
IDC

2010-08-12 UMA EHS said that the dumpster permit is coordinated with AFD not EHS. Noted also that the electrical permit is filed with the local inspector and the plumbing permit is filed with the state plumbing inspector.

2010-08-19 Continued.

**1.7 CARD ACCESS SECURITY AT DOORS**

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase 1, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:  
UMA

2010-08-12 ECSC is the typical UMA card access contractor for installing wiring and devices for card access system. They will require a separate permit to do card access electrical work. UMAFP met with physical plant to coordinate revisions to door hardware requirements and will try to finalize by next week.

2010-08-19 UMA would like to get IDC electrical subcontractor to install card access system. Stephen to finalize door hardware and Blackboard system requirements. Stephen to determine room for Blackboard control panel.

**1.8 CONTRACTOR USE OF BUILDING / SITE**

2010-08-03 Parking / dumpster locations will be coordinated at next weeks meeting. UMA will provide keys to roof areas, mechanical rooms, etc.

Action:  
IDC

2010-08-12 Inglewood to coordinate dumpster location with parking services and vivarium project contractor. Mark Poscik will assist. Dumpster may only be required during initial demolition period and could be removed daily by truck after initial demo.

2010-08-19 IDC to coordinate dumpster location with UMA Parking Services.

**1.9 FUME HOOD REMOVAL**

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EH&S will schedule decontamination if required.

Action:  
IDC

2010-08-12 Testing for contaminants will be done this Monday to determine what level of decontamination is required. DPH to remove final items from duct and lab spaces to allow removal of fume hood. Early abatement of this area will be discussed next meeting.

2010-08-19 The hood is ready to be removed. IDC to coordinate work with DPH.

**1.10 LONG LEAD ITEMS**

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

2010-08-19 IDC to prepare submittals for long lead items not already submitted.

**NEW ITEMS****3.1 WINDOW REPLACEMENT – OFFICE N247**

2010-08-19 The missing window sash was found for the lower portion of the existing wood window in Office N247. The sash will be reinstalled with gasketing and secured shut to avoid work to replace rope balances at jambs. A credit for not providing the new window can be incorporated into a future change order.

Action:  
IDC

**3.2 SCHEDULE**

2010-08-19 Stephen to submit permit documents to DPS State Building Inspector today. Office 224 should be ready for work upon DPS approval. Existing furniture / refrigerator to be moved out of work area and covered.

Action:  
UMA/IDC

**3.3 NEW DOOR AT N247**

2010-08-19 The existing 48" wide door and frame at N247 will be replaced with a new 36" wide door with hollow metal frame to ease installation of electric latch for new card access control. The door and frame are expected to be lead-lined as the room was a former x-ray room and should be disposed of properly. Some minor tile abatement at the door jambs may be required for door removal and installation. IDC to review with abatement contractor.

Action:  
IDC

Next meeting will be held at: **August 26, 2010**. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill N134A. To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

**Kevin M. Riordon AIA**

Date Prepared:

August 24, 2010

---

V:\20452F - UMass WMDPH Offices\08-Construction Administration\Meeting Notes\2010-08-19 Constr\_mtg03.doc

